

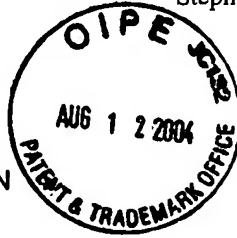


UNITED STATES PATENT AND TRADEMARK OFFICE

UNITED STATES DEPARTMENT OF COMMERCE  
United States Patent and Trademark Office  
Address: COMMISSIONER FOR PATENTS  
P.O. Box 1450  
Alexandria, Virginia 22313-1450  
www.uspto.gov

APPLICATION NUMBER	FILING OR 371 (c) DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/801,713	03/17/2004	Stephanie Riche	500202302-2

22879  
HEWLETT PACKARD COMPANY  
P O BOX 272400, 3404 E. HARMONY ROAD  
INTELLECTUAL PROPERTY ADMINISTRATION  
FORT COLLINS, CO 80527-2400



CONFIRMATION NO. 1830  
FORMALITIES LETTER



\*OC000000012956899\*

Date Mailed: 06/16/2004

**NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION**

08/13/2004 SMINASS1 00000034 082025 10801713

**FILED UNDER 37 CFR 1.53(b)**

01 FC:1051 130.00 DA

*Filing Date Granted*

**Items Required To Avoid Abandonment:**

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.

**SUMMARY OF FEES DUE:**

Total additional fee(s) required for this application is **\$130** for a Large Entity

- **\$130** Late oath or declaration Surcharge.

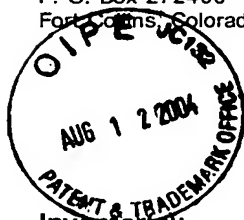
Replies should be mailed to: Mail Stop Missing Parts  
Commissioner for Patents  
P.O. Box 1450  
Alexandria VA 22313-1450

*A copy of this notice **MUST** be returned with the reply.*

*gls*  
Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



IN THE  
UNITED STATES PATENT AND TRADEMARK OFFICE

Inventor(s): Stephanie RICHE et al.

Confirmation No.: 1830

Application No.: 10/801,713

Examiner: Unassigned

Filing Date: 03/17/2004

Group Art Unit: 2171

Title: METHODS RELATING TO AGENDA PLANNING

Mail Stop Missing Parts  
Commissioner for Patents  
PO Box 1450  
Alexandria, VA 22313-1450

TRANSMITTAL LETTER FOR SUBMITTAL OF MISSING PARTS

Sir:

This is in response to a Notice to File Missing Parts of Application under 37 CFR 1.53(f) mailed on 06/16/2004. Enclosed is a copy of said Notice and the following documents and fees to complete the filing requirements of the above-identified application.

☒ Executed Declaration and Power of Attorney. The above-identified application is the same application which the inventor executed by signing the enclosed declaration.

☐ Statutory basic filing fee      ☐ Utility    \$770.00      ☐ Design    \$340.00

☐ Additional claim fees of \$

☒ Missing Parts Surcharge \$130.00

☐ A Petition for Extension of Time for reply to Notice of Missing Parts is attached.

☐ one month      \$110.00  
☐ two months      \$420.00  
☐ three months     \$950.00  
☐ four months      \$1480.00

Please charge to Deposit Account **08-2025** the sum of \$130.00. At any time during the pendency of this application, please charge any fees required or credit any over payment to Deposit Account 08-2025 pursuant to 37 CFR 1.25. Additionally please charge any fees to Deposit Account 08-2025 under 37 CFR 1.16 through 1.21 inclusive, and any other sections in Title 37 of the Code of Federal Regulations that may regulate fees. A duplicate copy of this sheet is enclosed.

☐ I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Commissioner for Patents, Alexandria, VA 22313-1450. Date of Deposit: \_\_\_\_\_

OR

☐ I hereby certify that this paper is being transmitted to the Patent and Trademark Office facsimile number \_\_\_\_\_ on \_\_\_\_\_

Number of pages:

Typed Name:

Signature: \_\_\_\_\_

Respectfully submitted,

Stephanie RICHE et al.

By \_\_\_\_\_

William T. Ellis

Attorney/Agent for Applicant(s)

Reg. No. **26,874**

Date: **August 12, 2004**

Telephone No.: **(202) 672-5300**